

MILPITAS SPORTS CENTER LARGE GYM– GENERAL RENTAL INFORMATION

1325 East Calaveras Boulevard, Milpitas, CA 95035 (408) 586-3225

The Milpitas Sports Center LARGE GYM is available for public and private rental in accordance with all Facility Use regulations as approved by the Milpitas City Council on 07-06-04. The large gym has maximum standing capacity of 683 (250 bleacher use). The gym is rented for sporting purposes only. Applications for rental are accepted in person at the Milpitas Sports Center, 1325 E. Calaveras Blvd., Monday-Thursday 6am-9pm, Friday 6am-5pm only. No phone, mail or fax reservations are accepted.

The Milpitas Sports Center Large gym has limited rental availability due to scheduled programs. Applications for gym rental may be made for Saturdays from 6:30pm-10:00pm or Sundays from 7am-10:00 pm for sports related functions. Rental fees are charged from the time of entry into the facility to the completion time of function. When planning rental times, please include ample set-up time. Electronic scoreboards are not available for rental use and not included in rental. Recreation Services will determine appropriate staffing, security and/or facility attendants based on the size and nature of application event request.

Milpitas residents may reserve the facility no less than 10 business days prior to the proposed use date and no more than 90 days prior to date of use request. **Non-residents** may reserve the facility no less than 10 business day prior to the proposed use date and no more than 60 days prior to date of use request.

Should event request have capacity beyond 250, applicant will be required to submit a Special Events permit through the City Clerk's office and obtain necessary permits and/or insurance prior to approved rental. Depending on the type of event, additional charges and/or insurance may be required.

Reservations require a completed Facility Use Application, a non-refundable custodial fee and damage deposit, and a non-refundable application fee. The deposit is refundable after the use date and will be returned the permitted party by a City check, within approximately thirty (30) days, unless damages, additional maintenance or services are assessed. **All fees must be paid in the form of a cashier's check, money order, cash or VISA/MC/DISCOVER.** Cashier's checks or money orders must be payable to: CITY OF MILPITAS. No personal checks will be accepted. Final rental fees are due 30 days prior to the rental date and must be paid in person.

RESIDENTS: Resident applicants must submit applications in person (applications will not be accepted from anyone other than the applicant). When submitting an application and when paying final rental fees, **residents must provide two (2) forms of proof of residency - a valid California driver's license showing your Milpitas address and one (1) of the following: a current phone bill or (delete), a Milpitas water bill, current bank statement or imprinted check verifying a Milpitas resident address. (All refunds will be made payable to the submitted of application.)**

MILPITAS SPORTS CENTER LARGE GYM RENTAL FEES

<u>FACILITY</u>	<u>CAPACITY</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
Large Gymnasium	600 TOTAL 250 BLEACHER USE		
Reservations Accepted		3 months proposed date	2 mos. to proposed date
Rental Deposits*		\$250.00	\$350.00
Application Fee* (<i>non-refundable</i>)		\$15.00	\$15.00
Custodial Fee* (<i>non-refundable</i>)		\$75.00/day	\$75.00/day
FEES			
Large Gym (3 hour min.)		\$30/hr.	\$75/hr
Attendant Fee*		\$15/hr.	\$30/hr.

*Staffing, security will be based on Recreation Services determination of size, nature and history or rental application. Insurance may be required depending on nature of event application.

For further information regarding rental policies, please refer to the Facility Use Rules & Regulations. Should you have any questions, please contact the Milpitas Sports Center office at (408) 586-3225.

Please see specific gym regulations and cancellation policy on the reverse side.

SPECIAL GYMNASIUM REGULATIONS (Facility Rule and Regulations- section 8)

- 8.1. No smoking or alcohol consumption is allowed in the gymnasium.
- 8.2. No food or beverages are allowed in the Milpitas Sports Center gymnasium.
- 8.3. Gymnasium participants must wear athletic type shoes and socks . (Hard soles or black soles are not permitted on the gymnasium floor.)
- 8.4. Gymnasium facilities will only be rented to groups for sporting activities or programs. Requests for non-sports related activities will not be granted.
- 8.5. Locker room facilities are not available.
- 8.6. Minors are not allowed inside the facilities without proper adult supervision.
- 8.7. No other type of equipment is allowed inside the gyms without prior consent of Recreation Services. No equipment other than fixed pieces of equipment are available.
- 8.8. Access is limited to that portion of the facility agreed upon and is restricted from all other areas.
- 8.9. Recreation Services shall be notified immediately of any maintenance problems or concerns, including vandalism and theft.
- 8.10. Dry mopping of the floor must be done after each use of the facility. All garbage must be disposed of properly. Any wet spills must be taken care of promptly and thoroughly.
- 8.11. Facility should be left in the condition in which it was found.
- 8.12. Groups proposing to charge an admission fee must receive permission and also include explanation in the cover letter as to the amount of charge and what proceeds are to be used for which needs to be submitted at the time of reservation and subject to approval from the City Manager or his or her authorized representative and if not satisfied, to the City Council, whose decision shall be final.
- 8.13. Total gym capacity is not to exceed 600. Bleacher capacity is not to exceed 250-seated spectators.

Cancellation Policy:

Facility cancellation of the Milpitas Sports Center must be done in writing on forms provided by the City. Forms may be obtained at the Milpitas Sports Center, 1325 E. Calaveras Blvd., or by calling (408) 586-3225. Cancellation forms will be accepted in person only. No mail, facsimile or phone cancellations will be accepted. Please note: All facility application cancellations will forfeit the \$15 application fee and insurance processing fee if applicable.

- Full refund of deposit will be granted provided a cancellation is made within 30 days of deposit.
- If a cancellation is made when more than 30 days has elapsed since the date of deposit, the deposit will be refunded minus the minimum hours rental fee for the facility or field.
- If deposit is paid with less than 30 days remaining until the proposed use date, should cancellation occur, the deposit will be refunded minus the minimum rental fee for the facility or field.
- Should the City cancel the permit or use a full refund will be issued.